



TOWN OF KITTERY MAINE
TOWN PLANNING AND DEVELOPMENT
 200 Rogers Road, Kittery, ME 03904
 Telephone: 207-475-1323 Fax: 207-439-6806

APPLICATION: STREET NAMING

FOR YOUR SAFETY AND SERVICE, MUNICIPAL DEPARTMENT REVIEW AND TOWN PLANNING BOARD APPROVAL IS REQUIRED.			Fee for Review		<input type="checkbox"/> \$20.00		Amount Paid: \$ _____ Date: _____	
APPLICANT/S PROPERTY OWNER'S INFORMATION	Name		Mailing Address					
	Phone							
	Email							
APPLICANT'S AGENT'S INFORMATION	Name		Name of Business					
	Phone		Mailing Address					
	Fax							
	Email							
DESCRIPTION	EXISTING STREET NAME:							
	PROPOSED STREET NAME:							
	STREET LOCATION (e.g. off Haley Road, after # 157 between Norton and Bartlett Road “):							

A Street Name application and departmental review and acceptance is required prior to Planning Board approval.
 In the case of active developments before the Planning Board, this application fee is waived.

FOR YOUR INFORMATION – TOWN CODE TITLE 16.8 ARTICLE III. STREET SIGNS.

16.8.3.1 Names – Streets which join or are in alignment with streets of abutting or neighboring properties must bear the same name. Names of new streets may not duplicate, nor bear phonetic resemblance to the names of existing streets within the municipality and are subject to the approval of the Planning Board.

16.8.3.2 Signs Provided – Street name signs are to be furnished and installed by the developer; the type, size and location to be approved by the Commissioner of Public Works.

INSTRUCTIONS FOR SUBMITTING A COMPLETE STREET NAME APPLICATION

The following information must be provided when submitting a request for Planning Board review:

- A copy of the Town Tax Map indicating the location of the proposed private drive or right-of-way and the Tax Map Lots affected (abutters).
- A specific written description of where the private drive or right-of-way is located (i.e. “off Haley Road, after # 157 between Norton and Bartlett Road”).
- A list of the Town Tax Map/Lot numbers and names of all abutters to the right-of-way and obtain their signatures on the street name application.

WE THE UNDERSIGNED PROPERTY OWNERS DO HEREBY REQUEST APPROVAL OF THE NAME _____
FOR A STREET LOCATED OFF OF _____ (STREET/RD/LN). UPON APPROVAL BY THE PLANNING BOARD, WE
HEREIN ACKNOWLEDGE RESPONSIBILITY FOR EXPENSES INCURRED TO CHANGE OUR MAILING ADDRESS AS WELL AS TO
PURCHASE AND INSTALL THE STREET SIGN(S).

APPLICANT MUST ACQUIRE SIGNATURES OF PROPERTY OWNERS ABUTTING THE STREET TO BE NAMED*

PRINTED NAME	SIGNATURE OF PROPERTY OWNER	MAILING ADDRESS	MAP & LOT NUMBER	TELEPHONE NUMBER
*If applicable. If undeveloped, current property owner's name. Please attach additional pages if necessary.				

THIS SECTION FOR OFFICE USE ONLY:

DEPARTMENT	COMMENTS	APPROVED (A) OR DENIED (D)	SIGNATURE	DATE
FIRE DEPARTMENT		A D		
POLICE DEPARTMENT		A D		
PUBLIC WORKS		A D		
CODE ENFORCEMENT		A D		
PLANNING		A D		
ASSESSING		A D		
TOWN CLERK /VOTER REGISTRAR		A D		
PLANNING BOARD		A D		

TOWN OF KITTELY MAINE TOWN PLANNING DEPARTMENT

STREET NAME APPLICATION (continuation)

FOR YOUR INFORMATION - ALL APPLICANTS - PLEASE READ:

- Due to emergency (911) services, similar sounding names will not be acceptable (i.e. Maple Lane, Naple Lane, William Drive and Williams Drive, etc.).
- Streets which join or are in alignment with streets of abutting or neighboring properties will bear the same name, i.e. more than one street name on a continuous street is not acceptable.
- After review and acceptance of a street name by municipal departments, and approval by the Planning Board, the Assessor will assign new street address numbers for adjacent properties. Any costs incurred due to an address change are the responsibility of the individual applicant(s) / property owner(s).
- After approval of a street name by the Town Planning Board, the applicant(s) must notify the Director of Public Works (phone: 207-439-0333) regarding ordering street numbers and installing street signs. Any costs incurred for a street sign(s) is the responsibility of the individual applicant(s) / property owner(s).

THANK YOU.